



Utah Commission on Criminal and Juvenile Justice
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INSTRUCTIONS FOR FINANCIAL STATUS REPORT SPREADSHEET

GENERAL INSTRUCTIONS

This spreadsheet was developed to ease the process of filling out Financial Status Reports (FSR) and to maintain accuracy in calculations. To use this file you must have either **Quattro Pro for Windows** or **Microsoft Excel**.

You will notice the format of this spreadsheet is the same as the paper forms found in the Grant Management binder. To complete the report, follow these instructions:

- A) Access the FSR spreadsheet by logging into the CCJJ web site (www.justice.utah.gov). Scroll down the page to the "Grants" section and click on Grant Forms. Select the FSR that is compatible with your operating software.
- B) Fill in the cells containing Agency and Report information
 1. Grantee Agency or Organization
 2. Project Title
 3. Grant number (please be sure it is the current year's number)
 4. Period Covered (month or quarter) & Report Number
 5. Requested Reimbursement (dollar amount of Federal Funds requested)
 6. Must be *signed* by Financial Officer reviewing information for accuracy. For those required to file electronically, please keep the original, signed copy in the grant file.
 7. Date report completed
 8. Name and phone number of individual preparing the report.
- C) Enter Budget information on *Line F, Total Funds Authorized* (required ONLY at the beginning of the grant year or whenever the authorized budget has been revised using a Grant Change Form). Be sure to enter the correct information under each heading, i.e. Federal Funds, Non-Federal Funds, Personnel, Consultants etc. . . .

NOTE: the Expense Total must equal the Funding Total.
- D) Complete *Line B* by entering detailed expenses incurred during the reporting period (*section 10. Expenditures*) and the appropriate source of funding (*section 9. Source of Funds*).

NOTE: the Expense Total must equal the Funding Total.

NOTE: expenses in *section 10* should include cash match expenditures as well as those reimbursed by CCJJ with Federal funds.
- E) Enter detailed Unpaid Obligations if applicable (*Line D*)

NOTE: the Expense Total must equal the Funding total.
- F) The FSR will automatically calculate *Lines C, E and G* as well as *Column 11*. **Do not attempt to change the format of the form.**
- G) At this point your report should be complete. CHECK to make sure the Funding Total and the Expense Total at the bottom of *Column 11* match. The **difference** box should **ALWAYS** equal **\$0.00**. If you have a number other than \$0.00 in this box, please review the details of your report and correct any errors.

PRINTING AND SAVING THE REPORT

Always use the print macro built into the spreadsheet to print your report. Simply click once on the **"Print Sheet"** button located at the bottom left corner of the spreadsheet. (It may take several seconds for print macro to process depending on the speed of your printer.) Keep a hard copy of each FSR in the grant file. To keep an electronic copy, save the FSR on your computer in its own file.

BEGINNING A NEW REPORTING PERIOD

At the beginning of a new reporting period, retrieve your FSR file and make the following changes:

- A) Click **ONCE** on the **"Move Info"** button located at the bottom left corner of the spreadsheet. This macro will move the "Total Outlays to Date" (*Line C*) up to "Outlays Previously Reported" (*Line A*) and delete all the information on *Line B* "Total Outlays This Period".
NOTE: Once information has been "moved" it cannot be reversed.
- B) Change the reporting period, date, number, and requested amount in *Sections 1* through *8* at the top of the form.
- C) Follow the instructions *C through G* noted above in the General Instructions entering the outlays for the current quarter as you fill in *Line B*. Fill in *Line F* if a Grant Change Request has been approved, during the current quarter.

OTHER INFORMATION

- 1. The FSR spreadsheet has built in formulas that calculate totals and differences. You only need to enter actual expense and funding information, the spreadsheet will calculate totals.
- 2. The spreadsheet has been protected except cells where information is required. This protection will prevent accidental damage to formulas and macros. **Please do not attempt to change the format of the spreadsheet.**
- 3. When retrieving the FSR form for Quattro Pro note there are 3 colored "Tabs" at the bottom of the spreadsheet.
 - a) The red tabs (Template, Macros) are needed to run the macros in this file and ***should not be used.***
 - b) The **blue tab** (Financial Status Report Form) is the spreadsheet you should always use when entering information to submit to CCJJ.
- 4. When retrieving the FSR form from Microsoft Excel, note it is a "workbook" file that has two spreadsheets linked together. If your computer does not automatically retrieve the FSR form spreadsheet, use the file titled "FSR for Excel". Double clicking on this file name will open the form.
- 5. Technical questions about the functioning/completion of this spreadsheet should be addressed to:
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